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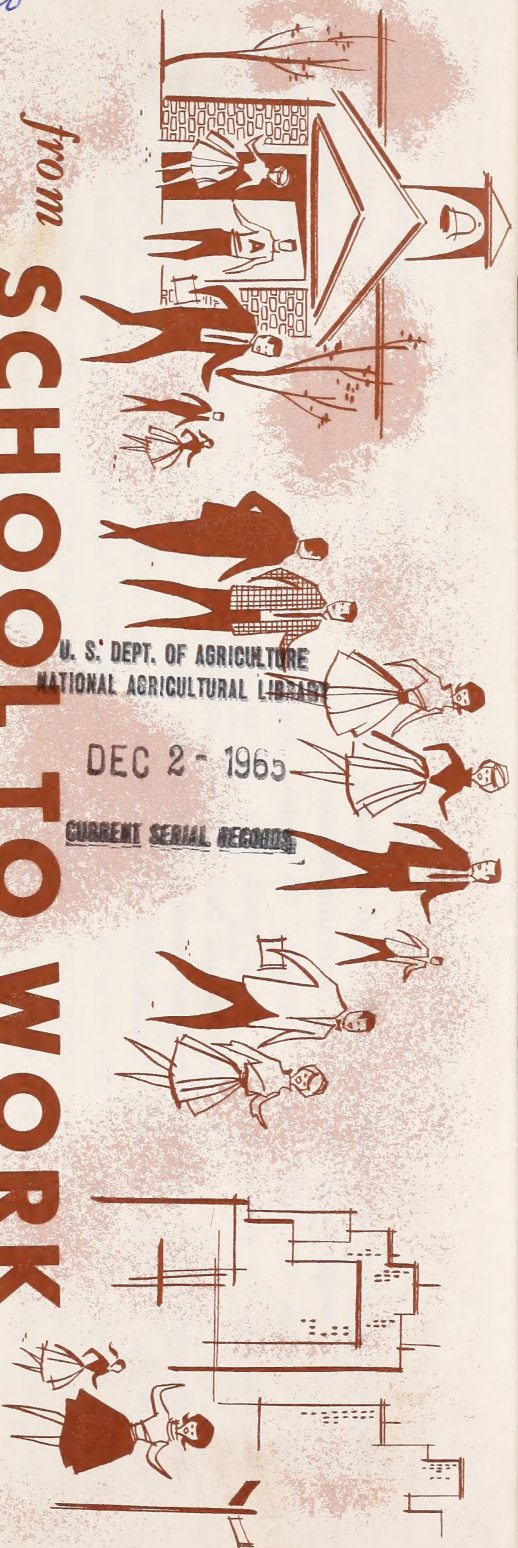
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PA-602 FEDERAL EXTENSION SERVICE • U.S. DEPARTMENT OF AGRICULTURE

from  
**SCHOOL TO WORK**  
*Federal Services To Help Communities Plan With Youth*



U. S. DEPT. OF AGRICULTURE  
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# WHY COMMUNITIES NEED TO PLAN

A greatly increased number of young people will be reaching maturity in the next decade. They are the most important resource in our Nation today. Their contribution to society will be closely correlated with their preparation for challenging occupations.

The influx of unprecedented numbers of young people into the labor force points to a vast need for assisting them in occupational choice, preparation, and finding employment. The solution of the occupational problems of our young people is the responsibility of all Americans.

This booklet describes the aids to local planning that are available to local communities through

Federal agencies, for meeting problems of youth in transition from school to work.

Community leaders and planning committees, both rural and urban, should feel free to ask for assistance from many sources: representatives of Federal, State, and local governments; directors of public and private organizations; leaders of industry, agriculture, and labor; and private citizens.

This booklet has been prepared by the Subcommittee on Transition from School to Work, of the Interdepartmental Committee on Children and Youth. Members of this subcommittee are listed on the back cover.



# WHERE YOU CAN GET HELP IN PLANNING

*Kinds of Help*

*Who to Contact*

*Headquarters Office*

		<i>State and/or Regional</i>	<i>National</i>
<p><b>U.S. DEPARTMENT OF AGRICULTURE</b></p> <p><b>The Cooperative Extension Service</b></p> <p>(1) Conducts informal education programs in career exploration for youth and their parents; (2) assists in organizing rural areas development subcommittees to give attention to youth employment and training as a part of human resource development; (3) helps people, in rural areas particularly, understand the counseling resources available through high schools, colleges, employment services, civic groups and other agencies; (4) helps key community leaders review local educational and training opportunities for youth.</p>	<p>County extension offices (usually in county seat town).</p>	<p>Cooperative Extension Service. State land-grant colleges and universities.</p>	<p>Federal Extension Service, U.S. Department of Agriculture, Washington, D.C., 20250.</p>

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Economic Research Service—Farm Population Branch</b></p> <p>National and cooperative research program of the Farm Population Branch includes studies of educational status, occupational plans, and and work experience of rural youth. Reports of such research are made available in the form of Agricultural Experiment Station bulletins and in U.S. Government publications.</p> <p>On occasion, staff members provide consultation on research and present summaries of research results at State, regional, and national meetings of organizations interested in rural community development and career preparation of rural youth.</p>	<p>Write to national office.</p>	<p>Write to national office.</p>	<p>Farm Population Branch, ESA-ERS, U.S. Department of Agriculture, Washington, D.C., 20250.</p>

**Economic Research Service-Area Economic Development Branch**

Conducts national program of economic research on the characteristics of, and income and employment opportunities in, chronic rural depressed areas, and on the problems of rural economic development.

Research findings are reported in State agricultural experiment station and Extension publications, in U.S. Government publications and in journal articles.

Staff members provide consultation on research, and present findings at State, regional, or national meetings of organizations interested in employment opportunities for rural people and in rural area economic development.

National office.

National office.

Area Economic Development Branch, Resource Development Economics Division—ERS, U.S. Department of Agriculture, Washington, D.C., 20250.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Cooperative State Research Service</b></p> <p>This Service administers Federal-grant funds and provides technical assistance and coordination in support of research at the State agricultural experiment stations. Some of this research is concerned with studies of: educational and vocational goals of rural youth; factors affecting youth migration; use made of youth programs and services by rural families; and educational needs of beginning farmers. Related researches are on population characteristics and migration; manpower, employment patterns and preferences; and on adjustment and rural areas development. The Service also administers the grant funds made available by Congress for cooperative</p>	<p>State experiment station director of land-grant college or university.</p>	<p>Agricultural experiment stations. State land-grant colleges and universities.</p>	<p>Cooperative State Research Service, U.S. Department of Agriculture, Washington D.C., 20250.</p>



State forestry research which in some States is done by eligible State forestry schools other than the land-grant institutions.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Agricultural Research Service</b></p> <p>The Agricultural Research Service conducts fundamental, applied, and developmental research in the production, utilization, and marketing of agricultural products. The research work covers most of the biological and physical sciences as well as several branches of engineering. Peak workloads in agricultural activities during the summer months offer excellent opportunities for youth employment. High school graduates and college students are employed at locations throughout the country under student trainee and student assistant programs. Summer employment programs provide an excellent insight and</p>	<p>Write to regional or national offices.</p>	<p>Eastern Administrative Division, Fort Washington, Pa. 19034</p> <p>Northern Administrative Division, 400 South 4th St., Minneapolis, Minn., 55415</p> <p>Southern Administrative Division, Federal Office Bldg., Room T-12001, 701 Loyola Ave., New Orleans, La., 70150</p>	<p>Agricultural Research Service, U.S. Department of Agriculture, Washington, D.C., 20250.</p>

inspiration to young people to pursue challenging and rewarding careers in agricultural research.

Western Administrative Division, 1960  
Addison St., Berkeley, Calif., 94710

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Farmers Home Administration</b></p> <p>Provides loan and technical assistance in farm and financial management to young farmers who wish to get established in farming on their own. Extends credit for the purchase and improvement of farms and the purchase of farm equipment, livestock, fertilizer, and the payment of farm operating expenses. Credit is provided only when applicants are unable to obtain financing from other sources at reasonable rates and terms. Loans can be made for purchase of small tracts so that young farmers can gradually acquire the land resources they need.</p>	<p>1,600 county offices (usually in county seat towns).</p>	<p>42 State offices including Puerto Rico.</p>	<p>Farmers Home Administration, U.S. Department of Agriculture, Washington, D.C., 20250.</p>



## Forest Service

Manages national forest lands, conducts wild land management research, and assists private and State forest land managers. Opportunities exist for youths to make real contributions to public service, and to learn skills and self-responsibility. At the local level, youths are hired for technical, clerical, skilled, and unskilled work, on a full-time or seasonal basis. Typical jobs are forestry aid, typist, equipment operator, and laborer.

Research stations, research project headquarters, national forest headquarters, and ranger district headquarters.

Missoula, Mont.; Denver, Colo.; Albuquerque, N. Mex.; Ogden, Utah; San Francisco, Calif.; Portland, Oreg.; Upper Darby, Pa.; Atlanta, Ga.; Milwaukee, Wis.; Juneau, Alaska; Columbus, Ohio; Madison, Wis.; Rio Piedras, P.R.; St. Paul, Minn.; Berkeley, Calif.; Fort Collins, Colo.; Asheville, N.C.; New Orleans, La.

Forest Service, U.S. Department of Agriculture, Washington, D.C., 20250.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Soil Conservation Service</b></p> <p>Furnishes technical assistance to land-users who are cooperators in national soil and water conservation programs through organized soil and water conservation districts. Students in agriculture, engineering, or related fields may be employed after passing the civil service student trainee examination. Persons employed do summer field work and attend classes during the school session. Student trainees are employed in soil conservation, soil science, engineering, range conservation, and cartography.</p>	<p>Initial contacts can be made through work units or area offices which are usually located in county seat towns.</p>	<p>50 State offices including Puerto Rico. These are normally in capital city or at the land-grant college.</p>	<p>Soil Conservation Service, U.S. Department of Agriculture, Washington, D.C., 20250.</p>

## **Agricultural Stabilization and Conservation Service**

Has responsibility for the administration of programs for stabilizing supplies and prices received by farmers for agricultural commodities. ASC county offices are responsible for checking acreages devoted to the production of certain commodities, storage of commodities acquired through price support programs, cost-share assistance to farmers in installing conservation practices. Some of these activities require temporary employees. Candidates with knowledge of local agriculture preferred. Positions are filled by applicants selected by the local county office. Positions at the State or national level are filled by the offices listed in columns 3 and 4.

2,945 county offices usually located at the county seat.

50 State offices and an office of comparable scope in Puerto Rico. Offices serving more than one State in: Asheville, N.C.; Evanston, Ill.; Kansas City, Mo.; Minneapolis, Minn.; New Orleans, La.; New York City; Salt Lake City, Utah.

Agricultural Stabilization and Conservation Service, U.S. Department of Agriculture, Washington, D.C., 20250.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>
		<i>State and/or Regional</i> <i>National</i>
<p><b>Rural Areas Development</b></p> <p>The rural areas development program of the Department of Agriculture provides for the consideration of economic problems by a committee of local leaders assisted by the Federal agencies, State agencies, and other groups in position to provide technical assistance and services. Requests for assistance can be presented to the rural areas development leadership committee, and, through the technical action panel of the Federal, State, and local agencies, assistance can be given in finding solutions.</p>	<p>The rural areas development committee, the county agent and technical action panels made up of USDA employees in the county—Farmers Home Administration, Agricultural Stabilization and Conservation Service, the Soil Conservation Service, where there are national forests, the Forest Service.</p>	<p>.....</p> <p>Rural Community Development Service and other USDA Agencies and Cooperative Extension Service, U.S. Department of Agriculture, Washington, D.C., 20250.</p>



# U.S. DEPARTMENT OF LABOR

## Bureau of Employment Security

Through local offices of State employment security agencies, affiliated with the U.S. Employment Service, Bureau of Employment Security, special employment services are available—counseling, occupational and aptitude testing, referral to jobs (either farm or nonfarm), or referral, where appropriate, for occupational or basic educational training or for needed service available from another agency.

A new network of Youth Opportunity Centers is established in major metropolitan areas, with at least 1 in each of the fifty States. These Centers are local offices of State employment security agencies, geared to employment and related needs of youth, particularly the disadvantaged, aged 16 through 21. Local public employment offices, including

Nearest local public employment office or the Youth Opportunity Center if one serves your area. (If you do not know where the local office is located, look in the phone directory; ask your postmaster; or write to the State employment security agency for the address of the nearest local office).

Central office of the State employment security agency in the capital city.

Bureau of Employment Security, U.S. Department of Labor, Washington, D.C., 20210.

Regional offices of the Bureau are located in Boston, New York City, Chambersburg (Pa.), Atlanta, Cleveland, Chicago, Kansas City (Mo.), Dallas, Denver, San Francisco, and Seattle.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Bureau of Employment Security—Continued</b></p> <p>these Centers, cooperate with the Office of Economic Opportunity in its Community Action Programs and, upon request, screen applicants for the Job Corps as well as for Neighborhood Youth Corps projects.</p> <p>Occupational and other employment and unemployment information, useful for counseling, is available through local public employment offices. Rural and remote areas in many States are served by the State employment security agency through mobile teams of counseling, testing, and job placement technicians.</p>			

**Bureau of Labor Standards**  
**Division of State Services and Standards**  
**Branch of Youth Standards**

Develops and promotes standards aimed at improving the health, education, safety, and well-being of young workers. Cooperates with the States on the issuance of employment certificates to boys and girls 14 through 17 who work.

See cols. 3 and 4.

Regional offices in  
Atlanta; Boston;  
Chicago; Dallas;  
Kansas City, Mo.;  
San Francisco; and  
Seattle.

Division of State Services and Standards,  
Bureau of Labor Standards, U.S. Department of Labor,  
Washington, D.C.,  
20210.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
<p><b>Bureau of Labor Statistics</b></p> <p>Publishes occupational outlook information for employment counseling and guidance use, in the Occupational Outlook Handbook, supplemented by the Occupational Outlook Quarterly.</p> <p>Also publishes monthly reports on the labor force, employment and unemployment; annual summary reports, and a series of special annual reports on such topics as student employment, employment of high school graduates and dropouts, labor force projections and work experience of the population; articles in the Monthly Labor Review, available as reprints, on such topics as trends in white-collar employment, changes in the occupa-</p>	<p>See cols. 3 and 4.</p>	<p><i>State and/or Regional</i></p> <p>Six regional offices in Boston, New York City, Atlanta, Chicago, Cleveland, and San Francisco.</p>	<p><i>National</i></p> <p>Bureau of Labor Statistics, U.S. Department of Labor, Washington, D.C., 20212.</p>



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tional structure and in the geography of employment, etc.

Has made studies of the characteristics and work experience of school leavers. Special reports have also been prepared, based on 1960 census tract data, showing income, education, and unemployment in neighborhoods in selected cities.

Gives consultative services and technical advice to State and local planning groups on sources and use of available statistical data relating to problems of youth employment.

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<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i>
<p><b>Wage and Hour and Public Contracts Divisions</b></p> <p>Protects covered workers by enforcing the minimum wage, overtime, equal pay and child labor provisions of the Fair Labor Standards Act and Public Contracts Act.</p> <p>Answers inquiries regarding child labor provisions of the Acts from employers, unions, parents, school personnel, and minors on such matters as the conditions of employment, hours or work, minimum age for various jobs, and occupations which have been declared hazardous for the employment of minors.</p> <p>Works closely with vocational cooperative training counselors on special schoolwork programs. Advises on provisions for student-</p>	<p>97 field offices in major cities.</p>	<p>Birmingham, Ala.; San Francisco, Calif.; Dallas, Tex.; Kan- sas City, Mo.; Bos- ton, Mass.; Cham- bersburg, Pa.; Chicago, Ill.; Nash- ville, Tenn.; Cleve- land, Ohio; New York, N.Y.; and Atlanta, Ga.</p>	<p>Wage and Hour and Public Contracts Divisions, U.S. De- partment of Labor, Washington, D.C., 20210.</p>

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learner, apprentice, and full-time student programs.

Conducts active educational program by providing publications, radio scripts, and press releases. Provides speakers for lectures, meetings, conferences, and local and State groups on request.

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<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Bureau of Apprenticeship and Training</b></p> <p>Promotes apprenticeship and training programs in industry through contacts with labor and management and advises on the establishment of on-the-job training programs for the skilled trades, consistent with applicable labor laws and standards.</p> <p>Reviews and counsels on training program standards and agreements subject to registration by the Department of Labor and the States and extends technical guidance on request to national and local apprenticeship and training committees of employers and unions.</p> <p>In cooperation with industry committees, works with local public school guidance counselors,</p>	<p>165 field offices of the Bureau in major cities.</p>	<p>Regional offices in Boston; New York City; Atlanta; Chambersburg, Pa.; Dallas; Kansas City, Mo.; Cleveland; Chicago; Denver; Seattle; San Francisco; and Minneapolis.</p> <p>Bureau of Apprenticeship and Training, U.S. Department of Labor, Washington, D.C., 20210.</p>	



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vocational schools, and employment offices in providing information on apprenticeship and training for students, arranging for the development of related technical courses for apprentices and journeymen, and preemployment testing and counseling of apprenticeship and training applicants.

Develops, services, and administers on-the-job training programs and projects under the Manpower Development and Training Act with employers, labor organizations, associations, local governments, and civic and service organizations, to provide marketable skills for the unemployed and underemployed.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i> <i>National</i>
<p><b>Office of Manpower, Automation and Training</b></p> <p>Conducts manpower research or arranges for its conduct through contracts or grants. Establishes experimental and demonstration manpower programs, through contracts or grants, to train disadvantaged young persons; evaluates techniques used for application to other training programs.</p> <p>Develops plans and recommendations for a comprehensive manpower program; and evaluates manpower programs and progress.</p>	See cols. 3 and 4.	<p>Department of Labor Regional Information Offices in Boston; New York; Chambersburg, Pa.; Philadelphia; Atlanta; Miami; Birmingham; Nashville; Cleveland; Detroit; Chicago; Kansas City, Mo.; Dallas; Los Angeles; San Francisco; Seattle.</p>	<p>Office of Manpower, Automation and Training, Manpower Administration, U.S. Department of Labor, Washington, D.C., 20210.</p>

## Women's Bureau

The Bureau analyzes and provides information on occupations, fields of employment, education and training, and prepares materials of a general guidance nature for girls and women. Its publications are directed to high school girls, college women, mature women, counselors, women's organizations and policy makers concerned with the employment and training of women. Findings are reported in Women's Bureau publications, other U.S. Government publications, professional and other journals, and public service media.

Consultation is furnished by the Bureau to both Government and nongovernment agencies. Speakers are provided for national and regional meetings, and conventions of youth organizations, vocational counselors, women's organizations and other interested groups.

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Regional offices in:  
Atlanta, Boston, Chicago, Dallas, and San Francisco.

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Atlanta, Boston, Chicago, Dallas, and San Francisco.

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U.S. Department of Labor, Women's Bureau, Washington, D.C., 20210.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i>	<i>National</i>
<p><b>Neighborhood Youth Corps</b></p> <p>Administers locally-initiated projects of work-experience for unemployed young men and women, from low income families, aged 16 through 21, that will increase their employability or help them stay in school or return to school.</p> <p>Provides technical assistance and funds (up to 90 percent of the cost of a project) to State or local public and private nonprofit agencies that wish to sponsor projects.</p> <p>Enters into agreements with qualified sponsors.</p>	<p>7 regional Neighborhood Youth Corps Field Directors. (see column 3.)</p>	<p>7 regional Neighborhood Youth Corps Field Directors (Kansas City, Dallas, San Francisco, New York City, Washington, D.C., Atlanta, and Chicago).</p>		<p>Neighborhood Youth Corps, U.S. Department of Labor, Brown Building, 1200 19th St., NW., Washington, D.C., 20036.</p>

# U.S. DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE

## Office of Education Guidance and Counseling Programs Branch

Gives assistance in the field of guidance, counseling, and testing to State departments of education, colleges, and universities, and to local schools through State departments of education. These services include: consultative services, conferences, publications, surveys, financial support through National Defense Education Act, and evaluation.

State supervisors of guidance services, county and local directors or head counselors in county and local educational units.

State director of guidance in State departments of education.  
U.S. Commissioner of Education represents HEW regional offices:  
Boston; New York; Charlottesville, Va.; Atlanta; Chicago; Kansas City, Mo.; Dallas; Denver; San Francisco; and Seattle.

Guidance and Counseling Programs Branch,  
Office of Education,  
U.S. Department of Health, Education, and Welfare, Washington, D.C., 20202.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>Office of Education</b>  <b>Division of Vocational and Technical Education</b></p> <p>Cooperates with the States in the administration of programs of vocational and technical education for those who have entered upon, and those who are preparing to enter upon the work of various occupations in the fields of agriculture, office occupations, distribution, homemaking, trades and industry, health, and as highly skilled technicians. Training is provided for persons of all ages in all communities—those in high school, those who have completed or discontinued their formal education and are preparing to enter the labor market, those who have already entered</p>	<p>Local superintendent of schools or local director of vocational education.</p>	<p>The State director of vocational education, State department of education, capital city of the State.</p>	<p>Division of Vocational and Technical Education, Office of Education, U.S. Department of Health, Education, and Welfare, Washington, D.C., 20202.</p>



the labor market but need to upgrade their skills or learn new ones, and those with special educational handicaps.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>
<p><b>Office of Education Programs for Education of the Disadvantaged</b></p> <p>Through a cooperative arrangement, this unit was established and operates jointly under the U.S. Office of Education and the Office of Economic Opportunity for the purpose of fostering educational programs for the disadvantaged.</p> <p>Technical assistance is provided to State and local officials to help communities mount education programs for the disadvantaged, including those undertaken as a part of community programs under the Economic Opportunity Act of 1964. These programs may embody components such as preschool, tu-</p>	<p>National office.</p>	<p>.....</p> <p>Office of Education, U.S. Department of Health, Education, and Welfare, Wash- ington, D.C., 20202.</p>

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torial, school supporting services, special remedial and compensatory education measures, and the development of special educational materials for the disadvantaged.

To assure an effective concerted effort with minimal duplication this unit endeavors to bring about a close coordination of all Federal programs bearing on the education of the disadvantaged through a continuing and close liaison with appropriate governmental and educational agencies.

<i>State and/or Regional</i>		<i>National</i>	
<p><b>Social Security Administration</b></p> <p>Before starting on that first job, a young worker will need a social security account number card. The local district offices issue these account number cards.</p> <p>The social security law provides old-age, survivors, and disability insurance benefits for a worker and his family. Since benefits are based on the worker's earnings under social security, young workers should know the importance of making sure their earnings are reported properly and under the right account number.</p> <p>Family benefits include monthly payments for the worker's unmarried children under age 18 and disabled children 18 or over.</p>		<p>More than 600 social security district offices, and between 3,000 and 4,000 contact stations in additional communities.</p>	
<p>Social Security Administration regional offices in Boston; New York; Charlottesville, Va.; Atlanta; Chicago; Cleveland; Kansas City, Mo.; Dallas; Denver; and San Francisco.</p>		<p>Commissioner, Social Security Administration, U.S. Department of Health, Education, and Welfare, Baltimore, Md., 21235.</p>	

Young workers, especially, should know about the survivors and disability benefit protection under social security.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i>
<p><b>Welfare Administration</b> <b>Bureau of Family Services</b></p> <p>Administers grants to States under the Social Security Act for Aid to Families With Dependent Children (AFDC). For eligible children up to 18 years of age and to age 21 providing the child is either regularly attending high school or a course of vocational or technical training designed to fit him for employment. This program offers resources in the form of money to meet daily living needs, payments for medical care, social services to improve home and family life, and to enable children to receive an education and vocational training with the goal of preventing</p>	<p>County or local welfare agency.</p>	<p>State department of public welfare. Bureau of Family Services represents HEW regional offices in Boston; New York City; Charlottesville, Va.; Atlanta; Chicago; Kansas City, Mo.; Denver; Dallas; and San Francisco.</p>	<p><i>National</i></p> <p>Director, Bureau of Family Services, Welfare Administration, U.S. Department of Health, Education, and Welfare, Washington, D.C., 20201.</p>



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future dependency. Plans for each child receiving AFDC are directed to helping him overcome any problems that may hinder growth into self-reliant adulthood. Coordinated maximum use of education, constructive work experience, training, counseling and guidance, and special employment services is emphasized. The Bureau's Community Work and Training Program as well as the Work Experience Program which the Bureau administers under the Economic Opportunity Act are both resources for improving the employability of young persons under certain conditions.

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<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i> <i>National</i>
<p><b>Welfare Administration</b> <b>Children's Bureau</b></p> <p>Basic to the preparation for work is the concept of a sound body and mind. The Children's Bureau assists States through grants and consultation to develop service programs and facilities for child health and child welfare. These include services to supplement parental care of children in their own homes; maternal and child health services; and services to special groups of children, such as mentally retarded, juvenile delinquents, children born out of wedlock, children of migrant agricultural workers, children with physical, mental, and emotional handicaps. Of special importance for school age youth are (1) school health services under maternal and child</p>	<p>County or local public child welfare agency, or public welfare agency administering child welfare services (located at county seats and/or major cities).</p> <p>Local city, county, or district health departments.</p>	<p>State departments having responsibility for child welfare services (usually located at State capital); State department of health, representing maternal and child health; State crippled children's agency.</p> <p>Children's Bureau, Welfare Administration, U.S. Department of Health,</p>	<p>Children's Bureau, Welfare Administration, U.S. Department of Health, Education, and Welfare, Washington, D.C., 20201.</p>

health examinations, vision and hearing testing, immunizations, health education; (2) crippled children services which locate handicapped children, provide diagnostic services, and then see that each child gets the needed medical care, hospitalization, and continuing care by a variety of professional people; and (3) clinics for adolescents who have health or school problems.

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Education, and Welfare: Boston; New York; Charlottesville, Va.; Atlanta; Chicago; Kansas City, Mo.; Dallas; Denver; San Francisco.

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<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i>  <i>National</i>
<p><b>Office of Juvenile Delinquency and Youth Development</b></p> <p>The Office of Juvenile Delinquency and Youth Development administers the Juvenile Delinquency Act of 1961 for the Secretary of Health, Education, and Welfare. The act includes assisting States and local communities in the prevention and control of juvenile delinquency through grants for demonstration and evaluation projects, and grants for the development of training programs. Youth employment, placement, counseling, guidance, subsidized work programs, and job training are an integral part of the demonstration projects, an important aspect of many of the training programs.</p>	<p>Direct to national office.</p>	<p>Direct to national office.</p>	<p>Office of Juvenile Delinquency and Youth Development, U.S. Department of Health Education, and Welfare, Washington, D.C., 20201.</p>

## **Vocational Rehabilitation Administration**

The State-Federal program of vocational rehabilitation is organized on a grant-in-aid basis. State agencies provide the following direct services to eligible youth and adults handicapped in their ability to obtain suitable employment because of physical or mental disabilities: (1) medical examinations to determine extent of disability and employment potential; (2) medical restorative service to remove or reduce the disabling condition; (3) vocational training; (4) counseling and job placement; (5) selected services to equip the individual for meeting special job requirements; and (6) followup to insure satisfactory job placement. The Federal office also administers (1) a research and demonstration grant program in the field of vocational rehabilitation and (2) a training grant program to increase available resources in professional rehabilitation personnel through expansion of teaching facilities and scholarship aid at the graduate level.

Directors of State vocational rehabilitation agencies in the 50 States, District of Columbia, Puerto Rico, Guam, and the Virgin Islands. Local offices are in larger cities, with itinerant staff covering less populous areas.

Directors of State vocational rehabilitation agencies. Regional representatives of the Vocational Rehabilitation Administration are located at HEW regional offices in Boston; New York; Charlottesville, Va.; Atlanta; Chicago; Kansas City, Mo.; Dallas; Denver; and San Francisco.

Vocational Rehabilitation Administration, U.S. Department of Health, Education, and Welfare, Washington, D.C., 20201.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>DEPARTMENT OF JUSTICE, DEPARTMENT OF LABOR, AND DEPARTMENT OF HEALTH, EDUCATION, AND WELFARE</b></p> <p><b>President's Committee on Juvenile Delinquency and Youth Crime</b></p> <p>Coordinates youth programs of the Departments of Labor; Justice; and Health, Education, and Welfare on the Federal, State, and local levels relating to the prevention and control of juvenile delinquency. Consults with the Office of Juvenile Delinquency and Youth Development on matters of policy and procedure in administering the Juvenile Delinquency Act of 1961. Collects and disseminates information on youth programs, including youth employment.</p>	<p>Write to national office for appropriate local contact.</p>	<p>Regional offices of departments: Justice Health, Education, and Welfare Labor or direct to national office.</p>	<p>President's Committee on Juvenile Delinquency and Youth Crime. Department of Justice, Washington, D.C., 20025.</p>



# DEPARTMENT OF THE INTERIOR

## Bureau of Indian Affairs

### Branch of Employment Assistance

Counseling for youth is available on employment, vocational training, community adjustment and housing, recreation, budgeting, and transportation, through the agency, area, and field employment assistance offices. Special programs are available for orientation on employment with assistance in obtaining placement, as well as vocational guidance leading to employment for Indian youth. Limited subsistence grants on the basis of need are available to assist the Indian youth in pursuing training and obtaining employment. Refers youth to local manpower training programs cooperatively developed under M.D.T.A. with State employment services and State vocational education offices.

60 agency offices in 18 States.

### *Area offices*

Aberdeen, S. Dak.  
Anadarko, Okla.  
Muskogee, Okla.  
Billings, Mont.  
Gallup, N. Mex.  
Juneau, Alaska  
Minneapolis, Minn.  
Phoenix, Ariz.  
Portland, Oreg.  
Cherokee Agency,  
Cherokee, N.C.

### *Field Employment Assistance Offices*

Chicago, Ill.  
Cleveland, Ohio  
Dallas, Tex.  
Denver, Colo.  
Los Angeles, Calif.  
Oakland, Calif.  
San Jose, Calif.

Department of the Interior,  
Bureau of Indian Affairs,  
Branch of Employment Assistance,  
Washington, D.C., 20242.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i>
<p><b>Bureau of Indian Affairs, Branch of Education</b></p> <p>Provides exploratory vocational experiences through the practical arts courses which it offers in all schools enrolling students in grades 9 and above (41 schools). In six of these schools, and in one additional school, it provides terminal education programs which include some vocational preparation for overage students who are not likely to finish high school. Three schools offer 2-year post-high-school vocational programs. Vocational and personal guidance and counseling service are provided for students enrolled in these programs. In the instructional program much attention is given to the develop-</p>	<p>60 agency offices in 18 States. 41 Bureau schools enrolling youth in grades 9 and above.</p>	<p>Aberdeen, S. Dak.; Anadarko, Okla.; Muskogee, Okla.; Billings, Mont.; Gallup, N. Mex.; Juneau, Alaska; Minneapolis, Minn.; Phoenix, Ariz.; Portland, Oreg.; Cherokee Agency, Cherokee, N.C.</p>	<p>Department of the Interior, Bureau of Indian Affairs, Branch of Education, Washington, D.C., 20242.</p>

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ment of proper work habits and desirable work attitudes, and understanding of acceptable conduct on and off the job, and how to obtain and maintain good housing, how to manage money, etc. Insofar as possible, after-school, weekend, vacation and summer work experiences are developed for all students who meet the age requirements of the States in which the work is to be performed. The schools also provide some direct permanent placement services although the majority of permanent placements are made in cooperation with the branch of employment assistance.

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<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>Headquarters Office</i>	
		<i>State and/or Regional</i>	<i>National</i>
<p><b>SELECTIVE SERVICE SYSTEM</b></p> <p>Registers all young men upon reaching their 18th birthday.</p> <p>Each year large numbers of young men are found, upon examination by the Armed Forces, to be not acceptable for service. The Selective Service System assists in directing these young men to the medical or work training centers that might help them.</p>	<p>4,000 local boards throughout the country.</p>	<p>State director and staff in each of the 50 States and Puerto Rico, Guam, Virgin Islands, the Canal Zone, District of Columbia, and New York City.</p>	<p>National Headquarters Selective Service System, 1724 F St. NW., Washington, D.C., 20435.</p>

# VETERANS ADMINISTRATION

## Department of Veterans Benefits

A program of financial aid is available for the education of sons and daughters of deceased or permanently and totally disabled veterans when the death or disability occurred in any wartime period or, since September 16, 1940, in peacetime.

The purpose of the program is to give these young people an opportunity to get the education they otherwise might have obtained, had not a parent died or become disabled as a result of service in the Armed Forces.

Vocational and educational counseling is provided by professional counselors who give assistance in deciding upon a suitable goal. Generally, the eligible person must be between the ages of 18 and 23. The length of training may extend up to 36 months, with an educational allowance of \$110 per month.

High school principals and counselors generally will have information about the program. Full information and application blanks may be obtained at any Veterans Administration offices.

66 VA regional offices usually located in the larger cities including Juneau, Honolulu, San Juan, Manila.

*Kinds of Help*

*Who to Contact*

<i>Headquarters Office</i>	
<i>State and/or Regional</i>	<i>National</i>

**Department of Veterans Benefits—Continued**

An eligible person who is handicapped by a physical or mental disability may receive special restorative training and specialized vocational training.



# OFFICE OF ECONOMIC OPPORTUNITY

## Job Corps

Voluntary program of education and work training available to deprived young men and women 16 through 21 who are out of school and out of work. The program is provided in three types of residential centers—(a) conservation centers, operated for Job Corps by the Department of Agriculture and Department of the Interior in national preserves, (b) men's urban centers, operated for Job Corps under contract by major universities, corporations and State agencies in former military installations, (c) women's centers, operated under contract for Job Corps by educational, social, and community groups.

Individuals may apply directly by writing Job Corps, Washington, D.C., giving name, address, and age or through local recruiting offices.

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Office of Economic Opportunity, Job Corps, 1200 19th St., NW., Washington, D.C., 20506.

<i>Kinds of Help</i>	<i>Who to Contact</i>	<i>State and/or Regional</i>	<i>Headquarters Office</i> <i>National</i>
<p><b>VISTA (Volunteers in Service to America)</b></p> <p>VISTA (Volunteers in Service to America) provides an opportunity for any resident of the United States who is 18 years of age or older and without minor dependents to live and work for 1 year in areas of poverty in America. Volunteers now work in rural and urban community action programs, Job Corps camps, migrant worker communities, Indian reservations, hospitals, schools, and institutions for the mentally retarded. Volunteers may be sent to any of the 50 States from Alaska to Hawaii, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Pacific Trust Territories.</p>	<p>Write to: VISTA, Office of Economic Opportunity, Washington, D.C., 20506.</p>	<p>Write to: VISTA, Office of Economic Opportunity, Washington, D.C., 20506.</p>	<p>Write to: VISTA, Office of Economic Opportunity, Washington, D.C., 20506.</p>

VISTA volunteers work with people of all ages, concentrating on such service to youth as counseling, remedial education, teaching basic and specialized skills, assisting in home management and hygiene, operating day schools, preschool educational programs, directing recreational activities and otherwise helping deprived Americans gain a foothold toward a richer life.

The services of VISTA Volunteers may be requested by any qualified public or private nonprofit organization that is working to assist poverty-stricken people.

#### **Programs for Education of the Disadvantaged**

(See program listing on page 30 under U.S. Department of Health, Education, and Welfare, Office of Education.)

National Office.

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Write to:  
Office of Economic  
Opportunity,  
Washington, D.C.,  
20506.

## HOUSING AND HOME FINANCE AGENCY

### Public Housing Administration

Low-rent public housing is a Federal-local enterprise. It provides inadequately housed low-income people with a decent home and the facilities necessary for a suitable living environment as an integral part of existing communities.

The Public Housing Administration (PHA) helps local housing authorities create and maintain wholesome environments through the construction of low-rent public housing for low-income families. It also advises local agencies on how to work with public and private agencies to develop facilities, pro-

Local Housing Authorities with Federally-aided low-rent public housing developments in more than 2,000 communities.

Public Housing Administration Regional Offices in  
Atlanta, Ga.  
Chicago, Ill.  
Fort Worth, Tex.  
New York, N.Y.  
Philadelphia, Pa.  
Santurce, P.R.  
San Francisco, Calif.

Management Division,  
Public Housing Administration  
Washington, D.C.

grams and services for these low-income families.

Local housing authorities help provide community services in two major ways:

1. Facilitating the provision of on-site services available through local public and private community agencies
  - a. By providing space for such services
  - b. By encouraging public housing residents and others to use these services and facilities
2. Encouraging public housing residents to use services and facilities available in the neighborhood but not on the project site.

Cooperative Extension Work: U.S. Department of Agriculture and State Land-Grant Colleges and Universities Cooperating

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# THE SUBCOMMITTEE

The Subcommittee on Transition from School to Work of the Interdepartmental Committee on Children and Youth is responsible for and cooperated in the preparation of this publication. The subcommittee members include:

U.S. Department of Agriculture:

Robert R. Pinches, Federal Extension Service

U.S. Department of Health, Education, and Welfare:

Frank Sievers, Office of Education

Leonard Miller, Office of Education

Howard Cummings, Office of Education

Lane Ash, Office of Education

Thomas J. Skelley, Vocational Rehabilitation Administration

Marian Coombs, Howard University

Will Wolstein, Children's Bureau

Pauline A. Rogers, Bureau of Family Services

Helen Hamer, Bureau of Family Services

David J. Kallen, National Institute of Child Health and Human Development

Pat O Mancini, Children's Bureau

Mary E. Blake, Executive Secretary, Interdepartmental Committee on Children and Youth

U.S. Department of Labor:

Evelyn Murray, Bureau of Employment Security, Chairman, Subcommittee on Transition from School to Work

Evelyn Lincourt, Child Labor Bureau

Jane G. Perry, Bureau of Labor Standards

Credit is given to the agencies represented on the Subcommittee for much of the material. Additional Federal agencies cooperated by providing statements for inclusion in the booklet. Members of the committee would appreciate suggestions for improvement of the booklet.